



2013 Wisconsin Clean Sweep: Final Report Guidelines

Wisconsin Department of Agriculture, Trade and Consumer Protection

Agricultural Chemical and Household Hazardous Waste Collection Grants

Key Points

- The final report guidelines can be used for Agricultural Chemical and/or Household Hazardous Waste collection grants.
- Clean Sweep coordinators must submit a final report to the Department of Agriculture, Trade, and Consumer Protection (DATCP) **within 60 days of project completion. *We cannot process your grant payment until we receive and approve your Final Report.***
- Incomplete reports will cause a delay in evaluation and reimbursement. Coordinators may be asked to amend or modify report sections if necessary.
- You may mail, email or fax your final report to:
Jane Larson, DATCP
Wisconsin Clean Sweep Program
PO Box 8911
Madison WI 53708-8911
Email: DATCPCSWP@wisconsin.gov
Fax: 608-224-4656

Recommended Process

Before beginning your *Final Report*, gather all invoices and financial documents, then review and complete all worksheets required for the particular grant.

Your final report will consist of three things – a written project evaluation, a summary of collected waste(s), and expenses/project costs including the waste contractor invoice(s).

Definition: A clean sweep project that collects chemical waste on three days or fewer in a calendar year is considered *temporary*. A project that collects chemical waste on four days or more in a calendar year is considered *continuous*.

I. Written Project Evaluation: You don't have to write volumes. Basically, I want to know how your collections went, successes, failures, observations, what was collected and how much it cost. Use the following as a guide.

A.) Project Overview: give a brief description of the format of your project (multiple collection events, a permanent collection site, one-day event, a combination of permanent site and satellite events, etc.) Include dates, times and location information.

B.) Participation: Summarize program participation by grant type: HHW and/or Ag. You can reference the Waste Summary Sheet in this section. For each grant, describe the following items *if known*: number of participants, types of participants, (e.g. active vs. abandoned farms, rural village residents vs. city residents, livestock operations vs. orchards), where participants came from, turnout, be it poor or good. Include any information that helps explain the turnout such as weather factors, extensive promotional campaign, use of satellite collections, etc. If participant surveys were done, please provide a summary of the results. Did the collection meet your expectations in terms of participant interest, attendance, wastes removed? Why or why not?

VSQG services: Provide a brief overview of your business collection performance. Provide information on the number of businesses that used program services and whether they received a DATCP

subsidy or not. When possible, explain the business turnout be it poor or good. Note that the **Ag Qualification Form** must accompany all VSQGs who received the DATCP subsidy. If numerous businesses declined services after contacting the program, explain reasons if known. Waste contractors and/or municipalities also use a spreadsheet to track VSQG participation and payments for disposal costs. Please submit a copy of the spreadsheet if available.

C.) Public Information Program: Provide a statement about the public information program used to inform the public and target audiences about your clean sweep. You can address both grant types with this section. If any special or community-wide events were held in association with the clean sweep, (e.g. mercury thermometer exchange, city-wide cleanup day, an unwanted drug collection), comment on the impact of these events in terms of attendance. *You may include examples of posters, advertisements or text for radio ads.* **What efforts did you take, if any, to provide information to the public on reducing their amount of hazardous waste used?**

D.) Project Evaluation: Evaluate the entire project from start to finish commenting on the questions listed below.

- Did your 2013 collection program meet expectations with regard to state and waste contractor support?
- What worked well and what didn't?
- Assuming you want to continue offering collection services, what changes will you consider making for the future? Would offering a greater number of collection sites or collection services be helpful? What promotional changes could make a difference?
- Are you considering joining with other municipalities? Or, is more likely that your municipality will continue to work independently or remain with current partnerships?
- What administrative, technical, or educational things can DATCP do to better serve your future needs?
- If waste amounts were above or below expectations, what factors may have accounted for this finding, (e.g. satellite site use, new people using program, a number of large drop-offs, too many previous collections).
- Any collection day observations of old or unique wastes are always appreciated.
- Finally, describe how you measure success for your collection.

E) Future Waste Disposal Needs: Do you plan on seeking a grant again in 2014? If you are a temporary collection, have you reached a point where you now want to switch to some other format such as permanent facilities or continuous collections? Or if you hold multiple satellite collections, might you change those for next year?

F.) Waste Summary: Include the completed **Waste Summary Sheet – ARM-ACM-360**. List waste amounts collected for each grant type on the *Summary Sheet*.

CHANGE FOR 2013 – you no longer need to break down waste totals into lab pack and bulk, just total pounds collected. I'm also requesting farm waste be broken out from business waste if possible. In recent years, our farm and VSQG waste totals have increased greatly and I'd like to track what remains farm waste versus business waste so I can better identify trends.

1.) For Ag Grants:

- Submit any completed Ag Subsidy Qualification forms (*ARM-ACM-508*)
- Submit a cancelled/banned chemical list: The lists are usually created by the waste contractor and track the amounts collected of items such as 2,4,5-T; 2,4,5-TP (Silvex); 2,4-D; aldicarb, atrazine, arsenic, chlordane, creosote, DDT family. An example is available on the [website](#).

- VSQG spreadsheet from waste contractor showing disposal costs and payments by businesses *not* receiving DATCP subsidy.

2.) For HHW Grants:

- Sometimes household collections will accept business waste. Please note this on your summary sheet if you did and provide information on the businesses' disposal costs if available.

G.) Expenses/Project Costs: Complete all financial worksheets and provide all other support documentation especially the Waste Contractor Invoice, the *Local Expense Worksheet* and other important invoices.

There are two required items to include in this section and the forms can be used for both Ag and HHW grants:

- Match Documentation and Expense Reimbursement Form (*ARM-ACM-389*)
- Waste Contractor Invoice(s)

You don't have to submit all project related invoices, except the waste contractor. If you have an unusual expense, you may send the invoice as an explanation.

If the amounts of labor or local expenses are greater than the space provided on *ARM-ACM-389*, optional worksheets are available to list these costs. You may submit your own spreadsheets or worksheets as well.

- Optional In-kind Labor Worksheet (*ARM-ACM-392*) available on [website](#).
- Optional Local Expense Worksheet (*ARM-ACM-395*) available on [website](#).

Counties with both Ag and HHW Grants: If your county transferred up to 50% of the funds from the Ag to HHW grant or vice versa, you must report the transfer circumstances. This includes a statement on the transfer amount and the circumstances leading to the transfer. If the transfer created any problems, they should be reported.

Questions? Contact Jane Larson at 608-224-4545 or email jane.larson@wisconsin.gov.